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2011-12 UNOPA Executive Board Minutes, February

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Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Wednesday, February 2, 2011, 3:00 PM – 5:00 PM
202 Mussehl Hall, East Campus

President, Mari Greer, called the meeting to order at 3:14 pm.

Roll Call was taken by Cathy Robertson, Corresponding Secretary. A quorum was not present.

MEMBERS PRESENT: Mari Greer, Donna Boone, Cathy Robertson, Peg Johnson, Tonda Humphress, Mary Guest, Marcy Tintera, Jan Wassenberg, Beth Zager, Shelly Green, and Edie Schleiger

MEMBERS ABSENT: Jaime Long, Marlee Crombie, Barb Homer, Mary Klucas, Deb Rosenau, Jan Edwards, Pat DeStefano, Susan Thomas, LaRita Lang, and Gretchen Walker

AD-HOC MEMBERS PRESENT: Cindy Knight

AD-HOC MEMBERS ABSENT: Kathy Bennetch

APPROVAL OF BOARD MEETING MINUTES FROM JANUARY 4, 2011 MEETING:

The minutes from the January 4, 2011 Board meeting were e-mailed to the Board. *The minutes were approved as presented.*

APPROVAL OF TREASURER'S REPORT:

Marlee Crombie just received the bank statement today. A Treasurer's report will be e-mailed to the membership before next week's meeting.

Mari Greer reported that our Certificate of Deposit (CD) is up for renewal by the end of the week. We can automatically renew for 6 months with a .30% interest rate. Other options for renewal are: 1 year (.40%), 18 months (.70%), 2 years (.90%), and 3 years (1.10%). If we select the 2 or 3 year option, we have an option to raise the interest rate once during the term of the CD. It was recommended to renew at the 2 year rate. An e-mail vote will be sent to the Board tomorrow as a quorum was not present.

OFFICER/COMMITTEE REPORTS GIVEN:

PRESIDENT: MARI GREER

All University employees should have received a letter regarding the Health Insurance Dependent verification program. The Chancellor is concerned that staff will think the University is trying to pry. As the University is self-insured, it is simply a way to make sure we are being as accurate and cost-conscious as possible. The amnesty portion of the program runs through the end of February for staff to remove ineligible dependents on the plan.

The Chancellor is optimistic the Legislature will keep the Governor's recommendation for the UNL budget. Staff is encouraged to contact their senator to express support for the Governor's recommendation. Be cautious that you don't use UNL property to communicate with your senator.

PRESIDENT ELECT: DONNA BOONE

No Report

RECORDING SECRETARY: CATHY ROBERTSON

No Report

CORRESPONDING SECRETARY: JAIME LONG

Absent. Mari Greer reported that Jaime sent out 2 cards this month – 1 sympathy and 1 retirement. Jaime will start working on the April meeting.

TREASURER: MARLEE CROMBIE

Absent. No Report.

PAST PRESIDENT: PEG JOHNSON

As of 11/30, the balance in the Bradley Munn Fund is \$5128.70. Recent transactions include two professional development payments and the speaker fee for Kim Raatz. There are only 23 members donating right now at approximately \$68/month. We need to encourage more members to contribute.

Peg suggested that we contribute funds to the NEOPA and NAEOP scholarship funds. A motion will be made at next month's meeting.

AWARDS: BARB HOMER

Absent. No Report.

BYLAWS: MARY KLUCAS

Absent. No Report.

CAREER DEVELOPMENT: TONDA HUMPHRESS

The Spring Workshop will be April 7 or 14. John Goldrich will speak about great customer service keeping safety in mind. Dialogue and questions are encouraged at the workshop.

CAREER DEVELOPMENT/PSP: MARY GUEST

The next PSP Brown Bag workshop will be held on Tuesday, February 15.

Kim Raatz will present another workshop on March 22 from 1 – 4:30 pm at the City Campus Union. His presentation will include Open Space Technology as a forum for UNOPA including discussions on how to secure new members, marketing, retention, etc. The workshop is free for UNOPA members and \$10 for non-members.

COMMUNICATION TECHNOLOGY: DEB ROSENAU

Absent. No Report

EMPLOYEE CONCERNS: JAN EDWARDS AND MARCY TINTERA

Jan Edwards - Absent. Marcy reported that their committee is putting together a basket for the Spring Workshop with a "Tea for Two" theme.

HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS

Absent. Mari Greer reported we may need to add an additional charge for meals at our monthly meetings to account for the new Arena Tax. Mari was not sure if the committee will try to recoup the extra tax from the January and February meals.

MEMBERSHIP: JAN WASSENBERG

We have one new member. In reviewing the membership list, there are 4 members who are deceased. Jan will update at the end of the year. Members who have retired this year will be contacted so we can see how to continue our communication with them.

MENTORING: LARITA LANG

Absent. Mari Greer reported that there are still a couple of mugs to distribute to new UNL employees.

NOMINATING: BETH ZAGER

A list of those members who were nominated for the Executive Board was distributed. The next step is to contact these members to see if they will agree to have their name put on the ballot. The committee will verify they are an active, paid member. If a Nominating Committee member accepts a nomination, they will step down from the committee. The committee will also verify any requirements listed in the By-Laws for each office.

OUTREACH: SHELLY GREEN

Any ideas for the summer social can be forwarded to Shelly. Committee members are also needed.

PROGRAM: DONNA BOONE

The theme for the February membership meeting is Technology. Heath Tuttle, from Information Services, will discuss the different types of technology that the University deals with in classrooms and offices. Justin Solomon, ASUN President, will speak at the March membership meeting. The April membership meeting will feature a tribute to Rose Frolik. Installation of the new Board will highlight the May membership meeting.

UNOPA NOTES: GRETCHEN WALKER

Absent. Mari Greer reported the deadline for articles/information to be included in the March issue is February 11. The March issue will be submitted for competition at the summer NAEOP competition. An article will be included on Rose Frolik.

WAYS AND MEANS: OPEN

Mari Greer reported we have not yet received a check from Parking Services for the parking lot fundraiser. We are still waiting to hear if we can sell the parking lot for the football Spring Game on April 16. No answer yet on the parking lot status for the long term.

AD-HOC COMMITTEE REPORTS**DIGITAL COMMONS: KATHY BENNETCH**

Absent. No Report.

FINANCE FUND: CINDY KNIGHT

Mari Greer needs another copy of the Nebraska Home Sales Scholarship forms and guidelines criteria.

UNFINISHED BUSINESS**Nebraska Home Sales Scholarship**

Mari Greer reported the University of Nebraska Foundation has indicated we can combine the Nebraska Home Sales Scholarship funds with our existing Foundation account. The Board discussed questions posed by Mary Guest regarding the scholarship. Once the process/forms for the scholarship are completed, the Board will vote on both.

Spring Workshop basket

If members have items for the Spring Workshop basket, please give them to Tonda Humphress or Mari Greer.

NEW BUSINESS:

Kathy Bennetch will be installed as NEOPA State President at the spring NEOPA conference. UNOPA will present Kathy with a gift at her installation suggestions were given to Mari Greer.

It is customary for the home chapter (UNOPA) to host a reception (cake, nuts, etc.) for the incoming State President (Kathy Bennetch) at the spring NEOPA conference following installation. Peg Johnson will check on her budget to see where we can cover the costs. UNOPA members will be needed to assist with serving.

Mari Greer reported that we need to submit our delegate for the NEOPA conference this summer. The President Elect is typically our delegate. Donna Boone is planning to attend and will serve as our delegate. Anyone who thinks they may attend the conference should contact Mari Greer.

The next meeting of the UNOPA Executive Board will be held on March 1, 2011 at 3:00 p.m. at 344 Whittier Building.

Meeting adjourned at 5:04 pm.

Respectfully Submitted,

Cathy Robertson, Recording Secretary